USAJOBS for Applicants

Improving the Applicant Experience

January 2011

Transition to USAJOBS

- USAJOBS to replace Civilian Hiring and Recruitment Tool (CHART)
- USAJOBS is the official federal government site for job announcements
  - One-stop source for applicants as well as current employees
- Tutorials and FAQs available at www.usajobs.gov
- Phased transition to occur throughout 2011

Improve the Applicant Experience

- Transition to USAJOBS
  - One-stop shopping for federal positions
- Applicants receive status updates at key critical decision points
  - Application received
  - Application assessed for qualifications and referred to selecting official (or not)
  - Applicant selected (or not)
- Job announcements shorter and simpler, written in plain language
- Notification of posting for jobs of interest

Benefits of USAJOBS to Applicants

- Creates and stores up to five resumes
- Spell-checks resumes and work experience information
- Uploads job application attachments and resume
- Sends email notification of job postings
- Creates and saves 25 job search interests
- Displays job application status
- Provides access to copies of announcement submission

From USAJOBS to USA Staffing's Application Manager

NOTE: If the job announcement requires the completion of a questionnaire, then applicants will be directed to Application Manager

- Enables applicants to manage applications
  - Complete, submit and track application packages
- Guides applicants through answering assessment questionnaires and uploading required documents
- Provides access to copies of previously submitted application packages
- Displays detailed application status and notifications (email or postal letter) for announcements

Dual Announcements During Transition

- During the transition to USA Staffing and USAJOBS, vacancy announcements will be posted as follows:
  - On both CHART and USAJOBS for those activities which have **not** yet transitioned
  - Exclusively on USAJOBS for those activities which **have** transitioned to the USA Staffing and USAJOBS tools

For information visit
www.public.navy.mil/DONHR/employment/HiringReform

Key Improvements Provided by USAJOBS Tool

Applicant	USAJOBS *New*	CHART *Current*
My Account	• Built-in security questions to get immediate password and login assistance	• Limited self service password assistance available. • If email address changes must get webmaster assistance
My Searches	• Ability to set up 10 Searches • Email notification of job interests	• Ability to set up five searches • No email to applicants of matched searches
My Jobs	• Ability to save up to 25 job interests under Saved Jobs	• No comparative functionality
My Resume	• Ability to create and store five separate resumes • Ability to upload attachments • Ability to upload resume • Must submit a resume each time • Spell Check available • Ability to view applications submitted to announcement	• Ability to create and store one resume • No ability to upload attachments • No ability to upload a resume • Ability to “reuse” a resume already on file or submit a new one • No spell check • No ability to view applications submitted to announcements
My Status	• Retains status in system for18 months • Provides status for Delegated Examining	• Drops status 60 days after action is filled • Manual notice of results for Delegated Examining
Integration	• Integrated with USA Staffing	• Not integrated with USA Staffing
Rating Method	• Based on answers to specific assessment questions in addition to resume	• Based on skills and experience identified in resume

How to Prepare for Transition

- Explore USAJOBS features and functionality
  - Create an account
  - Upload or create resumes
- Set up a search agent to automatically notify applicants of new positions
- Access tutorials at www.usajobs.gov

Visit www.public.navy.mil/DONHR/Employment/HiringReform to access training and communication materials